



Conditional Use Permit (CU)

What is it ?

A **Conditional Use Permit** is required to allow certain types of uses that are not automatically permitted as a matter of right in certain zones. Examples of these special uses are churches, day care facilities, or schools in most zones. Other examples include liquor stores, bars and live entertainment uses in commercial zones. The Planning Commission will review your project for compatibility with surrounding uses. The Planning Department and Planning Commission will consider such things as design, traffic, noise, light and use impacts on the neighborhood. ‘Conditions of approval’ may apply to operation of the business or facility or site design improvements. This process takes about 60 days from acceptance of your completed application to public hearing and includes public noticing to all property owners within 300' of the project. Because of the significantly greater amount of staff time needed to process certain cases, separate fees have been established for Conditional Use Permits that are alcohol-related and housing-related. Housing includes such proposed uses as group housing, student housing, transitional shelters, residential care facilities, etc.

Riverside has two types of Conditional Use Permits. This handout describes the requirements for a ‘full’ Conditional Use Permit review. There is also a ‘minor’ conditional use permit process which shortens the review time and if no variances are needed, usually is reviewed administratively, or without a public hearing. Check with a planner to determine which type of review process is needed for your project. A separate handout is available for the ‘minor’ conditional use permit process.

What do I submit ?

A. ITEMS REQUIRED FOR FILING: CHECK REQUIRED ITEM BEING SUBMITTED. YOU MUST SUBMIT EACH REQUIRED ITEM OR YOUR APPLICATION WILL NOT BE ACCEPTED FOR PROCESSING.

1. **Application Form and Written Description of the Proposal:** 1 Copy of the completed application form and 1 copy of a complete description of your proposal. The written description should include, as appropriate:

- details on the proposal (what do you want to do?),
- days and time of operation,
- numbers of children or adults cared for (their ages and an indication if they are ambulatory or non-ambulatory, handicapped, elderly),
- if a mobile home is to be used the duration of the coach shall be indicated,
- types of services provided,
- funding source, etc.

2. **Environmental Information Form:** (For use in preparing the Initial Study) — 1 copy.

- The Planning Department may, during the course of its initial review of the application, determine that additional information is required, such as biological, traffic, noise or archeological studies. The Planning Department may require the submittal of supplemental materials as necessary. All required information must be submitted in order to complete the application prior to the matter being scheduled for review by the Planning Commission.

3. **Fees:**

Alcohol-Related	\$ 5,984.00
Housing-Related	\$ 5,390.00
General: First lot/acre	\$ 3,850.00
Additional lot/acre or portion thereof	\$ 66.00
Initial Study without grading	\$ 264.00
Initial Study with grading (if required)	\$ 1,100.00
Each acre or portion thereof	\$ 22.00
Variances after CU approval	\$ 1,023.00
Revised CU Plot Plan	\$ 2,420.00
Time Extension (per year)	\$ 440.00
Appeal	\$ 825.00

FILING FEES ARE GENERALLY NOT REFUNDABLE.

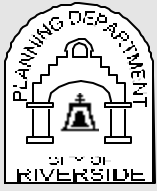
4. **Plot Plan:** 15 copies drawn to scale and fully dimensioned, indicating the following as appropriate:
 - The boundaries of the property, with all dimensions, and square footage of the lot.
 - The location and dimensions of all existing and proposed buildings, structures, walls, fences, walkways and off-street parking areas or garages, and their measurements from all property lines. Proposed construction shall be distinguished from existing improvements.
 - A north arrow and scale (preferable scales are 1" = 10 feet or ¼" = 1 foot or other appropriate scale).
 - Widths to centerline of existing streets, highways, alleys and other public right-of-way or easements when they abut or cross the subject property. Please check with the Public Works Department to determine if additional right-of-way will be required for your project.
 - Names, addresses and phone numbers of architect or designer, engineer, applicant and legal owner.
 - Square footage of outdoor play area and open space, if applicable.
 - Any other drawings, photographs or information that may be requested or that the applicant may wish to submit in support of this case.
 - Location(s) and size(s) of all existing and proposed freestanding sign(s) if applicable.
 - Identification of all blue line streams and/or major arroyos, including precise definition of the 100-year flood zone and setback therefrom should be included on the plans, if applicable. Note: Should the site include a blue line stream or involve any other issue that requires State agency review, State law requires a 30-day review period for the Initial Study and may require that the case be heard at a later hearing date to accommodate the review.
 - Grading information as described under the grading section of this handout and in the "Planning Commission Environmental Review of Grading Plans" handout, if applicable.
 - Parking analysis (for information of how to prepare a parking analysis see the Parking Analysis Information sheet.)
5. **Building Elevations:** 15 copies drawn to scale indicating all sides of buildings, existing and proposed signs if applicable, and all other structures on the site.
6. **Floor Plans:** 15 copies indicating all structures, square footage, dimensions and uses of all rooms locations of windows, doors or other openings, or mechanical equipment, disabled access and restrooms, square footage of indoor play area, churches should indicate the number of permanent seats in the primary assembly area.
7. **Reduced Graphics:** One copy of all graphics shall be reduced to an 8-½ by 11 inch size. See Instructions for Preparation of Reduced Graphics (attached) for the acceptable types of graphic reductions.
8. **Application to the Riverside County Airport Land Use Commission (ALUC):** The ALUC application is required at the time this CU application is filed if the project site is within an Airport Influence Area. (See attached maps). See "ALUC Information" handout for further information.
9. **Hazardous Site Review and the Hazardous Materials Questionnaires:** See questionnaires for detailed information.
10. **Grading:** In some instances, environmental review of grading will be required in conjunction with the processing of your application. Environmental review will be required if your project involves grading and:
 - z The property to be graded has an average natural slope of 10% or greater; and/or
 - z The property is in the RC - Residential Conservation Zone; and/or
 - z The property is located within or adjacent to the Mockingbird Canyon, Woodcrest, Prenda, Alessandro, Tequesquite, or Springbrook Arroyo, a blueline stream identified on USGS maps or other significant arroyo; and/or
 - z The property is located in an identified floodway.

Please see "Planning Commission Environmental Review of Grading Plans" handout for grading review filing requirements, and fee schedule for fee information. When grading is required, include an additional ten copies of the plot plan with grading.
11. **Variance Justification Form:** If any variances are proposed, one copy of the "Variance Justification Form" shall be completed and attached. If several variances are being requested each should be justified separately.
12. **Plat Map of the Subject Property:** A copy of the Assessor's Map showing the subject parcel(s) is acceptable.
13. **Legal Description:** For each of the parcel(s) involved attach a copy of the most recent Grant Deed with a complete and accurate legal description of each parcel. (A deed can be obtained from a Title Company.)

Continued on Next Page

B. GENERAL INFORMATION:

1. All graphics shall be folded to 8-½ by 11 inches with the bottom right corner visible.
2. Conditional Use Permits require an environmental review (Initial Study). For scheduling purposes, use the CEQA (California Environmental Quality Act) column on the Planning Commission meeting schedule. For time extensions, certain revisions and variances where an environmental review is not required, use the NON-CEQA column. The Planning Department can assist you in making a determination as to whether a variance or revision to a CU may be exempt from the environmental review requirement.
3. Items filed for Planning Commission consideration will be conditionally accepted on the presumption that the application is totally valid. However, should the Planning Department at any time prior to hearing, determine that the submittals are incomplete or inaccurate, said submittals may be rejected for processing or delayed until necessary amendments or additions to the applications are made.
4. Applicant, representative, or legal owner should be present at all hearings.
5. Reports will be mailed to the applicants approximately one week prior to the City Planning Commission meeting (refer to the City Planning Commission tentative schedule for the approximate date).
6. Appeal procedures may be obtained at the Planning Department office.



GENERAL APPLICATION FORM



Request: _____

(State in detail what you want to do, attach separate sheets as necessary.)

Address of Subject Property: _____

Assessor's Parcel Number(s): _____

Size of Subject Property: _____

- ☐ **Attach a copy of the most recent Grant Deed.**
- ☐ **If your request is not for the entire property described on the deed, also attach a metes and bounds description.**
- ☐ **Attach a copy of the Assessor's Plat Map showing the subject site.**

Legal Owner Information:

I hereby certify that I am (we are) the record owner(s) (for property tax assessment purposes) of the property encompassed by this application. I further waive the right of a decision of the project by the City within the prescribed time limits as set forth in the Municipal Code in the event an Environmental Impact Report is required to be prepared for the project. I also understand and agree that the submittal date of my application will be the filing deadline following receipt of my request.

Signature: _____

Printed Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Daytime Telephone: () _____ **Facsimile:** () _____

E-Mail Address: _____

Applicant Information:

(If other than legal owner)

Printed Name: _____

Address: _____

City: _____

State: _____ **Zip Code:** _____

Daytime Telephone: () _____

Facsimile: () _____

E-Mail Address: _____

Representative Information:

(If other than applicant)

Printed Name: _____

Address: _____

City: _____

State: _____ **Zip Code:** _____

Daytime Telephone: () _____

Facsimile: () _____

E-Mail Address: _____

If any other person should be notified regarding the processing of this request, attach the name, address, and telephone number on an additional sheet and check this box ' ' .

Notice: Failure to fully complete this application or provide attachments will cause a processing delay or its rejection.

THIS SECTION TO BE COMPLETED BY STAFF

Type of Case: _____ **Received By:** _____ **Hearing Date:** _____ **CEQA' NONCEQA'**

Filing Fee: _____ **Date:** _____ **Filing Deadline:** _____ **TEAM: N ' S ' C '**

Memo: _____ **Entered in Caselogs '**

For Questions Contact the Planner on Duty
3900 Main Street, Riverside, CA 92522
Telephone (909) 826-5371, Facsimile (909) 826-5622



Variance Justification Form

What is a variance ?

A variance is an exception to the Zoning Code, for a particular property. The purpose of a variance is to alleviate unnecessary hardship by allowing a reasonable use of a building, structure, or property, which, because of unusual or unique circumstances, is denied by the terms of the zoning code. This exception has to be clearly justified by the applicant and approved through the Planning Department.

What is the variance approval process?

In Riverside there are two basic categories of variances. One is a variance which is simpler in scope and takes less time to be approved. This is called an Administrative Minor Variance, and may be approved at a staff level by the Zoning Administrator. The second, which is any variance that **can't** be done administratively, includes both Minor and Major Variances. The latter two types of variances have to be approved by either the Planning Commission or the Board of Administrative Appeals and Zoning Appeals and Adjustments (BZA).

All Variances require the portion of the form below to be filled out. PLEASE TYPE OR PRINT CLEARLY

Name: _____ Name of Project: _____
(Person preparing application)

Address: _____ Address: _____

City/State/Zip: _____ Riverside, CA Zip: _____

Daytime Telephone: () _____

VARIANCES REQUESTED (State variance(s) requested specifically and in detail):
Please attach separate sheet(s) as necessary.

INSTRUCTIONS: Answer each of the following questions yes or no and then explain your answer in detail. Questions 1 and 2 must be answered "yes" and 3 and 4 "no" to justify granting of a variance. Attach written details if insufficient space is provided on this form. Economic hardship is not allowable justification for a variance.

1. Will the strict application of the provisions of the Zoning Regulations result in practical difficulties or unnecessary hardships for you in the development of your property. Explain in detail.
2. Are there exceptional circumstances or conditions applicable to your property or to the intended use or development of your property which do not apply generally to other property in the same zone or neighborhood. Explain in detail.
3. Will the granting of your request prove materially detrimental to the public welfare or injurious to the property or improvements in the neighborhood in which your property is located. Explain in detail.
4. Will the granting of this request be contrary to the objectives of the General Plan.
Explain if the General Plan appears to affect the project or property in any way.



CALIFORNIA ENVIRONMENTAL QUALITY ACT REQUIREMENTS

To the Applicant:

The California Environmental Quality Act (CEQA) requires that various development projects be analyzed by local governments to determine whether the project will have a significant effect on the environment. An environmental determination must be made prior to final action on the project.

In order for the City to expedite your application and satisfy State law, please complete the attached Environmental Information Form. This form is required to be completed and submitted as part of the project application package to the Planning Department. A fee in an amount established by City resolution must also be submitted with the completed form.

The Planning Department may, during the course of its initial review of the application, determine that additional information is required, such as biological, traffic, noise or archeological studies. The Planning Department may require the submittal of supplemental materials as necessary. All required information must be submitted in order to complete the application prior to the matter being scheduled for review by the appropriate board or commission.

When completing the form please consider all known aspects of the project in your responses. For example, if a project is to be developed in phases, answer each question considering the project's impact when totally built out.

Following review of the completed Environmental Information Form and the accompanying project application package, the Planning Department will make an initial environmental finding and recommendation regarding whether or not an Environmental Impact Report should be prepared on the project. The initial finding and recommendation will then be forwarded to the appropriate City Board or Commission reviewing the application. Should the Board or Commission find that a project will not have a significant effect on the environment, the processing of the application will continue with the responsible City government body acting upon the applicant's request. If the project is approved with a finding that it has no significant effect on the environment, then the City will adopt a Negative Declaration. However, if the Board or Commission finds that the proposed project could have a significant effect on the environment, then the preparation of an Environmental Impact Report (EIR) is required before a final decision can be made on the project. Any person aggrieved or affected by an environmental finding of the Planning Commission or the Board of Administrative Appeal and Zoning Adjustment may appeal to the City Council. Appeal procedure information is available in the Planning Department, City Hall, 3900 Main Street, Riverside. The decision of the City Council is final. If an EIR is required, it is the City's responsibility to administer preparation of that document. The applicant will be responsible for paying the cost of EIR preparation and providing data which may be necessary for the City to prepare the EIR.

After the project is approved by the City, CEQA requires that a Notice of Determination be filed with the County Clerk and/or State Office of Planning and Research. Filing of the Notice begins a 30 day statute of limitations in which legal challenges to the project approval may be filed based upon issues of CEQA compliance. A 180 day statute of limitations would apply if this notice is not filed. As of January 1, 1991, State law also requires that additional fees be paid to the State Department of Fish and Game in conjunction with filing of the Notice of Determination. The applicant is responsible for paying all fees and filing the Notice of Determination. A letter, explaining in detail the requirements and fees associated with filing of the Notice of Determination, will be mailed to the project applicant once the project is approved by the City.

City of Riverside
ENVIRONMENTAL INFORMATION FORM
DATA REQUIRED FROM THE APPLICANT

GENERAL INFORMATION

1. Name and address of developer or project sponsor:

2. Name, address and phone number of person to be contacted concerning this project:

3. Address, Assessor Parcel Number and size of the project site:

4. Project type (i.e. tract map, CUP, grading plan, etc.)

5. List and describe any other related permits and other public approvals required for this project, including those required by City, Regional, State and Federal agencies:

PROJECT DESCRIPTION

6. Provide a written description of the proposed project. (Include and describe any projects which may be necessitated as a result of approving this project; e.g., sewer and water line extensions and whether the project is a phase or portion of a larger project.)

ENVIRONMENTAL SETTING

7. Provide a written description of the project site as it presently exists including land uses, information on topography, natural slope, soil stability, , and any cultural, historical, or scenic characteristics.

8. Describe the existing plant community(ies) occurring on site (ie. agriculture, coastal sage scrub, non-native grasslands, riparian, etc.). Indicate approximate acreage for each different type.

Continued on Next Page

PROJECT IMPACTS

9. Describe the impact of the project on existing public facilities and services such as streets, schools, flood control facilities and the like.

Are the following items applicable to the project or its effects? Discuss all items checked "yes" on additional sheets and attach as necessary.

YES NO

- —

10. Could the project be substantially affected by any natural or manmade features present on or near the project site? Examples of such features include the location and/or construction of facilities in a floodplain or natural drainage channel, near an earthquake fault, immediately adjacent to a freeway or in close proximity to an aircraft flight path.
- —

11. Could the project substantially affect any natural or manmade features presented on or near the project site? Examples of such include change in topography, change in scenic views or vistas from existing residential areas or public lands, change in pattern, scale or character of general area of the project.
- —

12. Could the project change groundwater quality or quantity, or alter existing drainage patterns?
- —

13. Will the project involve the application, use or disposal of potentially hazardous materials such as pesticides or high explosives during project construction and/or following completion?
- —

14. Will the project generate substantial amounts of solid waste or litter during project construction and/or following completion?
- —

15. Will the project involve construction of facilities on an existing slope of 10 percent or greater?
- —

16. Will significant amounts of noise be generated by the project during construction and/or following completion? Example would include blasting during construction and machinery operation following completion.
- —

17. Will the project result in the generation of significant amounts of dust, particulate matter or chemical aerosols during construction and/or following completion?
- —

18. Will the project significantly affect any form of fish, wildlife, or plant life in the area of the project?
- —

19. Will the project substantially increase fossil fuel consumption (electricity, natural gas, etc.)?

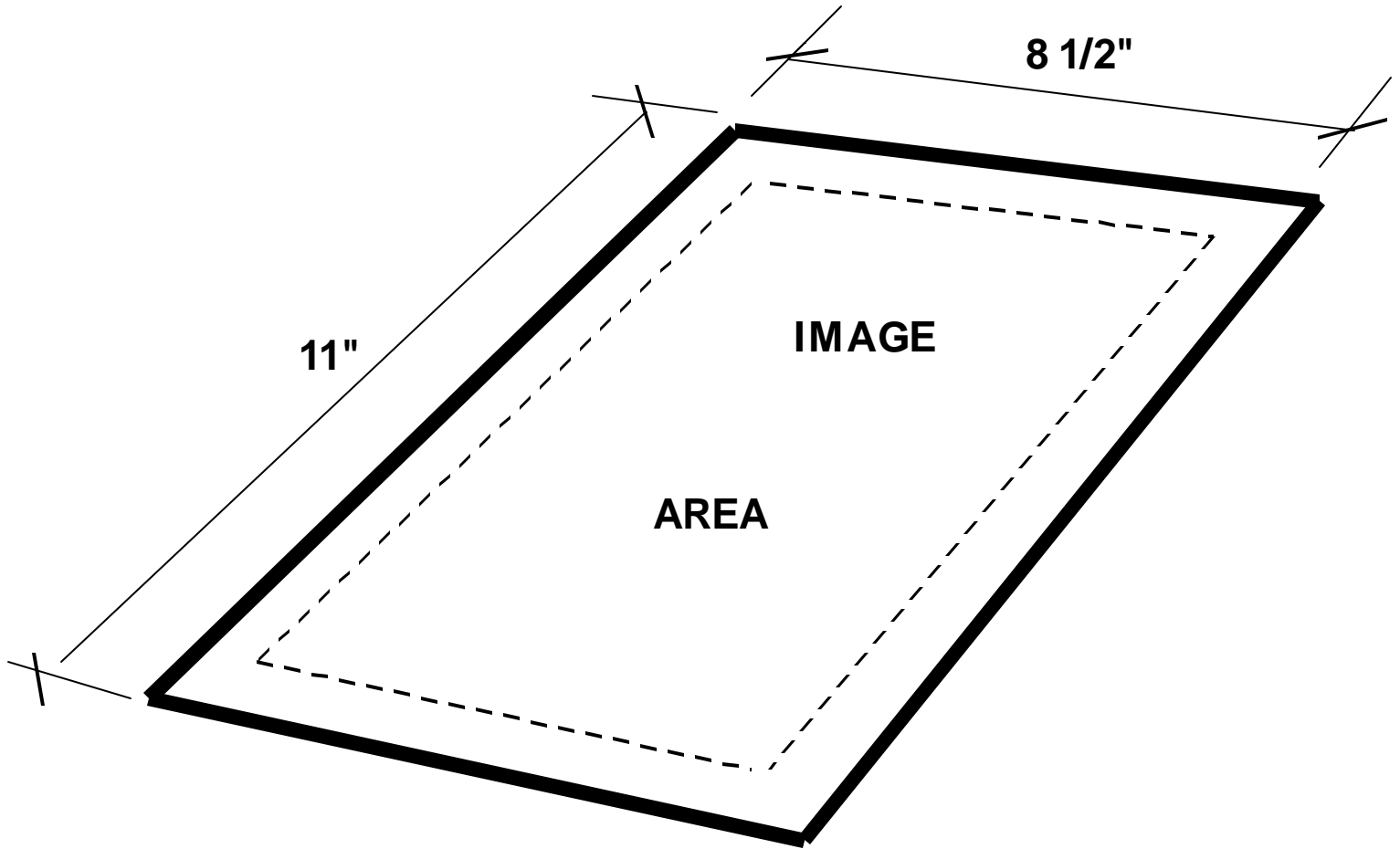
CERTIFICATION

Thereby certify that the statements made herein and in the attached exhibits require for this initial environmental evaluation are true and correct to the best of my knowledge and belief.

Signature _____ Date _____

Applicant

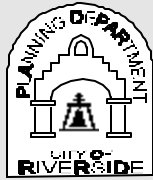
Instructions for Preparation of Reduced Graphics



Submittal materials for Reduced Graphics

Required reductions may consist of the following:

- ! 8 ½ x 11" white bond paper (if image is sharp and clear)
- ! 8 ½ x 11" pmt's (NO transparencies)
- ! Color renderings (no larger than 11 x 17")
- ! Color photographs
- ! Images on floppy disk or CD, using extensions jpg, bmp, eps, gif, tif, wpg (preferably jpg)



TO THE APPLICANT:

Subsection 65962.5(e) of the California Government Code requires that no application for a development project be accepted as complete unless accompanied by a signed statement by the applicant that the Hazardous Waste and Substances Sites List has been consulted to determine whether or not the proposed development site is included on the list. The sites list is prepared and annually updated by the Governor's Office of Planning and Research. A copy of the current list for the City of Riverside may be viewed or obtained at the Riverside City Planning Department, 3900 Main Street, Riverside, California, 92522.

You are required to fully complete the following information and submit it with your development project application. Please type or print all answers except for the signature block.

PROJECT ADDRESS (if known): _____

ASSESSOR'S PARCEL NUMBER(S): _____

GENERAL LOCATION OF PROJECT SITE: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

APPLICANT'S TELEPHONE NUMBER:(____)_____

CERTIFICATION

The Hazardous Waste and Substances Sites List on file with the City of Riverside Planning Department has been consulted and the above identified development project site has been found (check appropriate box below)

_____ to fall within an identified hazardous site.

_____ not to fall within an identified hazardous site.

_____	_____
Applicant's Signature	Date

FOR OFFICE USE ONLY

Type of Case _____ Date RCVD _____ Hearing Date _____

Case # _____ Please respond to Planning by _____

Name of Planner _____ Date Sent to Fire Dept. _____

Hazardous Materials Questionnaire



Dear Business Person:

The following questionnaire is required to be completed and submitted with your building plans. Building plans shall not be accepted by the City of Riverside Fire Department unless all information on this form has been completed. Based on response provided, additional information may be required. If you have any questions, call the City of Riverside Fire Department's Hazardous Materials Officer or the Fire Protection Analyst at (909) 826-5321.

HAZARDOUS MATERIAL means any material that because of its quantity, concentration, or physical or chemical characteristics poses a significant present or potential hazard to human health and safety or to the environment if released into the work place or the environment. "Hazardous Materials" include, but are not limited to, hazardous substances, hazardous waste, and any material that the Administering Agency has a reasonable basis for believing would be injurious to the health and safety of persons or harmful to the environment if released into the work place or the environment.

ACUTELY HAZARDOUS MATERIAL (AHM) is identified for federal regulation requirements in the April 22, 1987, Federal Register and amended in the February 25, 1988, Federal Register.

Each question below must be answered by checking the appropriate box as it applies to your facility.

YES NO

- ☐ ☐
1. Do you intend to manufacture, store, or use hazardous materials at this facility?
- ☐ ☐
2. Is there a school, hospital, or long-term care facility located within 1000 feet of your proposed place of business?
- ☐ ☐
3. Is any Acutely Hazardous Material (AHM) manufactured or used in a chemical reaction?
- ☐ ☐
4. Is any flammable gas, flammable liquid, or potentially explosive material manufactured or used in a chemical reaction?
- ☐ ☐
5. Can any unplanned release of an AHM to the atmosphere result from the malfunction of any scrubbing, treatment, or neutralization system or from a pressure relief device discharge directly into the atmosphere?
- ☐ ☐
6. Does any physical or chemical process involve the production or use of more than the Threshold Planning Quantity (TPQ) of any AHM at any one time?
- ☐ ☐
7. Is there an ignition source such as a fired heater or other open flame within 100 feet of any process, storage, or transfer area where a flammable or explosive AHM is present in excess of its TPQ; or is any other AHM present in excess of its TPQ at the same time as any other flammable material in excess of 10,000 lbs. except where there is a firewall providing separation?
8. Is any equipment or piping handling any AHM:
- ☐ ☐
- a. More than 10 years old?
- ☐ ☐
- b. More than 25 years old?

Business Name: _____

Business Address: _____

Phone Number: (Home) _____ (Work) _____

I certify under the penalty of perjury the foregoing information is true and correct to the best of my knowledge.

Name (Print): _____ Title: _____

Signature: _____ Date: _____

FOR PLANNING OFFICE USE ONLY

Type of Case _____ Date RCVD _____ Hearing Date _____

Case # _____ Please respond to Planning by _____

Name of Planner _____ Date Sent to Fire Dept. _____

FOR FIRE DEPARTMENT OFFICE USE ONLY

Date received (PC) _____ Received by (PC) _____

Date received (HM) _____ Received by (HM) _____

RMPP: (Y) _____ (N) _____ BEP: (Y) ____ (N) ____ Req. By: ____ Date _____ (89)